



## Lyng Church of England Primary School

### Acceptable Use Policy 2021

The purpose of this policy is to promote safe, positive and responsible network and internet behaviour.

For Reception and KS1 pupils:

I will ask a teacher or suitable adult if I want to use the computer or tablet.

I will only open pages, activities and websites that my teacher has given permission for.

I will ask for help from a teacher or suitable adult if I am not sure what to do or think I have done something wrong.

I will tell my teacher if I see anything on the computer that makes me feel scared or worried

I will show an adult if I get a message or something pops up and I will only reply to it if I have permission from my parents/ carers or teacher.

I will keep my personal information safe and will not tell people my name, address, school or telephone number online.

I will keep my log- ins and passwords safe and not share them with my friends.

I will make sure my messages are polite and not unkind.

I will only open my own files.

I will remember that what I do on the computer may be seen by someone else.

I will take care of computers and other equipment.

**These rules will keep me safe and help me to be fair to others. I agree to follow them.**

For parents:

- I agree to uphold this acceptable use policy in relation to my child and their use of the internet and devices at home and school.
- I have discussed these rules with my child.

*Signed parent/ carer* .....

*Date* .....



## Lyng Church of England Primary School Acceptable Use Policy 2021

The purpose of this policy is to promote positive, safe and responsible network and internet behaviour.

For KS2 pupils:

I will only use the school internet for my school work and when the teacher has given permission.

I will not share my school internet or network passwords.

I will not look at or delete other people's work or files without their permission.

I won't give out my personal information on the internet such as my name, address, school, phone number, photo or video that could identify me or my family.

I understand that it is not safe to arrange to meet someone I have only met online. If someone asks me to meet them, I will tell my parents/ carers straight away. I will not arrange to meet them by myself.

I will report to my teacher or parents/carers if I see or receive something that makes me feel uncomfortable, worried or scared.

I will only open email attachments from people known to me and who the teachers have approved.

I won't open an attachment or download a file unless I know and trust the person who sent it, and I have permission to do so.

I will respect age restrictions on websites because they are there to protect me.

I will check with a teacher if I think a website might be unsuitable. I won't look for or look at unpleasant or inappropriate websites.

I won't upload any pictures, writing or movies which might upset people or make people think the school is a bad place

I will make sure that all my contact with other people is polite and responsible. I will not cyber bully.

I understand that anything I do on the internet or a computer may be seen by someone else.

**These rules will keep me safe, protect me and help me to be fair to others. I agree to follow them.**

*Signed:* Pupil name .....

For parents:

- I agree to support and uphold this acceptable use policy in relation to my child and their use of the internet and devices at home and school.
- I have discussed these rules with my child.

*Signed parent/ carer* .....

*Date* .....